



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

November 20, 2014

Tamara Forney  
2205 Riverwoods  
Des Moines, IA 50320

Dear Child Care Provider,

This letter is in regards to the November 13, 2014 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)e All accessible electrical outlets are safely capped.

***Please check all child accessible outlets, plugs were missing upstairs.***

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

***Provider does have a map indicating emergency exits and locations. Provider agreed to also write written instructions on this map and post by primary and secondary exits.***

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

***At the time of the spot check, the extinguisher was observed to lack pressure. Provider agreed to replace or get the current extinguisher filled. If the upstairs and downstairs areas are both used for daycare, you will need two extinguishers.***

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

***Provider indicated she has a doctor's appointment scheduled this month. Provider agreed to take the new physical forms for her doctor to complete.***

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

***You attempted to complete this requirement and somehow obtained a certificate from the State of New York. After doing some checking I am sorry to inform you that this certificate is not acceptable and you will need to retake the course to obtain a certificate that is recognized in Iowa. You can use the website listed on page 15 of the packet included in this mailing.***

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

***Provider reports they are in the process of getting Child Net certified. In the event you need additional training you can access online courses on page 11 to supplement. If you need further assistance please contact Child Care Resource and Referral at 1-800-722-7619***

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

***Provider does have an organizational system that works for her. Provider did agree to add the children's names to the files in addition to their parents.***

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

***Provider will go through all the files and update all physical/medical info required. These items can be obtained from the children's parents. Provider can also provide parents with the child medical update form on page 4 so they can have the physicians sign and return for the files.***

☐ 110.8(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "A"

☐ 110.8(2) Has three written references which attest to character and ability to provide child care.

***Provider is working on obtaining.***

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

x☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: January 5, 2015**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or [mcrawfo@dhs.state.ia.us](mailto:mcrawfo@dhs.state.ia.us) if you have any questions regarding this letter.

Sincerely,

Melissa Crawford  
Social Worker II

***C. Mark Chappelle***  
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).